

What are the hazards?	Who might be harmed	Requirement	Materials/ Mitigation/Actions	Action by who?
<p>Preventing the spread of Covid-19 by following best practice</p>	<p>Other employees, staff, students, academics and contractors</p>	<p>Ensure that all maintenance staff and anyone working with them are aware, and adhere to, best practice guidelines for the prevention of COVID</p>	<p>Each staff member to complete induction questionnaire before they return to work.</p> <p>Face coverings to be issued and worn at all times unless exempted by the manager.</p> <p>Staff should maintain 2 meter distance wherever possible and never going closer than 1 metre+ (this applies to working with colleagues).</p> <p>Staff must wash hands/sanitise at the start of the working day and regularly thereafter.</p> <p>Although increased cleaning will be provided by the Housekeeping team, staff are expected to clean before and after they have used or worked in a College space. If using the shower or toilet, staff are expected to spray and clean hand contact points, handles and taps, flush and clean the bowl behind you.</p> <p>All surfaces and retained equipment must be cleaned before leaving the work site</p> <p>Proper account must be taken of the restricted space available within College, particularly corridors and links between Quads which are narrow.</p> <p>A schedule of areas being used for isolation will be provided by the Head of Maintenance. Maintenance staff are not expected to enter areas with known occupants self-isolating due to suspected or confirmed cases of Covid-19.</p>	<p>MAINTENANCE TEAM</p>

			<p>Maintenance will work in consistent bubbles with a maximum of 2 persons per bubble. Contact between the bubbles or individuals must be maintained in order to prevent the whole team being infected should there be a COVID case</p> <p>Restroom/maintenance staffroom to be used by one bubble at a time. The room must then be thoroughly cleaned and wiped after every use.</p> <p>Maintenance workshop to be used by a maximum of one bubble at any one time and thoroughly wipe down after use.</p> <p>All Maintenance tools and equipment to be cleaned and wiped after every use.</p> <p>Maintenance office to be used by maximum of one person. If the person in the Maintenance office is required, they should be spoken to from the doorway and the second person should not enter the office. This is to maintain social distancing within the enclosed space. Floor markings will denote 2m</p> <p>Carefully consider all responses to requests for repairs etc. and take proper account of the need to maintain distance and cleanliness.</p>	
		<p>Ensure that working spaces within College are managed in order to prevent the spread of infection</p>	<p>Maintenance tasks in occupied rooms</p> <p>The staff member of students should be notified of the time and date for maintenance work in advance and be asked to vacate the room whilst the maintenance team are working, before vacating windows should be opened and surfaces wiped down with antibacterial wipes). The maintenance team member must wipe down all surfaces (using antibacterial wipes) that they have been in contact with before leaving the room</p>	

			<p>For jobs which will take longer alternative space may be needed and this will need to be dealt with on a case by case basis</p> <p>Maintenance in unoccupied spaces If the room has recently been occupied (with 72 hrs) the Maintenance team should wipe down surfaces to ensure the environment is safe</p> <p>Where work is over a period of days, steps will be taken to ensure that no one else enters the space outside of working hours (signs and/or door locking).</p> <p>The space will be wiped down when Maintenance have finished working and where necessary Housekeeping will carry out a thorough clean)</p>	
Ensure staff are fully aware of the required personal hygiene standards	All maintenance staff and contractors.	Communicate on a regular basis best practice personal hygiene	<p>All staff on their return to College will be inducted by their line manager and clear guidelines on personal hygiene are provided. Including:</p> <ul style="list-style-type: none"> • Staff to wash hands thoroughly and regularly • Staff to wear face coverings • All spaces touched, including Maintenance areas, toilets, bathrooms etc. must be wiped down in line with general guidance 	All maintenance
Ensure all Contractors are working within College guidelines and requirements.	Other employees, staff, students, academics and contractors		<p>All contractors have been notified that prior to arriving at College they must contact the Head of Maintenance (or other member of the maintenance team). (Contractors to report to maintenance and not the Lodge and by prior arrangement only.)</p> <p>All contractors must sign in on arrival and sign out on departure.</p>	Head of Maintenance

			<p>Access to any occupied working areas will not be allowed unless a pre agreed C-19 safety plan has been properly considered and approved by the Head of Maintenance.</p> <p>All contractors must wear a face covering at all times.</p> <p>Contractors cannot take breaks in the Maintenance space or in any shared College spaces. Contractors will be advised by Maintenance of the location of open access facilities in College. Contractors will be advised they are expected to follow the same clean/wipe down facilities as staff.</p> <p>All surfaces and retained equipment must be cleaned before leaving the work site.</p> <p>Proper account must be taken of the restricted space available within College, particularly corridors and links between Quads.</p> <p>Access to all spaces by prior arrangement with occupiers and where possible the area vacated whilst the contractor is present.</p> <p>A schedule of areas being used for isolation will be provided by the Head of Maintenance.</p> <p>Contractor to keep work activity to a minimum.</p> <p>Contractor to clean areas where work activity has been carried out need to wipe down all areas used to include door handles when leaving room</p> <p>Contractors not to use the on-site Maintenance W/C facilities, or catering/kitchen facilities, without prior agreement with the Head of Maintenance. A cleaning schedule and materials will be provided and MUST be used.</p>	<p>Head of Maintenance</p>
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Maintenance Team (and Contractors on site)

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